

PREVENT COMMITTEE

Minutes of the 4th Meeting of the Prevent Committee held on 13th March 2017.

Present: Professor M Jones (Chair); Dr D Needham (Dean); Ms Elaine Gray (DCSA); M S Edwards (Domestic Bursar) and Ms Eliza Hall (Secretary).

1 Apologies: Messers D Scott (Head Porter).

2 Declarations of Interest

a. There were no declarations of interest.

3 Minutes of the Previous Meeting

a. The minutes of the previous meeting were reviewed and agreed.

4 Matters Arising from the Minutes

a. Eliza Hall reported that she had uploaded the record of each PREVENT Committee meeting on the College website.

5 Current PREVENT Risk Assessment and Policy Development

a. The Domestic Bursar re-tabled the previously reviewed generic PREVENT risk assessments for the College and reported that the six categories listed (tabled as Doc.PC(17)02) had been recommended by HEFCE. After a long discussion during which the Committee reviewed the risk assessments, they were agreed as being necessary and sufficient. The topic of lunchtime seminars was discussed and it was agreed that the Education and Research Committee would be asked to provide a list of the seminar topics and specific risk assessments would be written if required, in a similar way to the (unused) VVIP lecture assessments.

b. The Domestic Bursar produced Doc.PC(17)01 and summarised the individual policies to the Committee. The Committee agreed that the extant policies were fit and sufficient for purpose but that the Domestic Bursar and the Dean would refine and draft where required the following policies:

- Code of Practice for meetings
- Pastoral Care Policy
- Advice, Support, Intervention and Referral Procedure
- College Security Procedures

- CONPLAN for 'Lone Wolf' Attack
 - Information Sharing and Liaison Protocol (following information from OIS)
 - Complaints Procedure
 - Equality and Diversity Policy (for staff and all members)
- c. The Domestic Bursar produced copies of the draft Training Policy. The Committee reviewed and approved the Policy.

6 HEFCE Annual Report

- a. The Domestic Bursar produced copies of the draft HEFCE annual report. The Committee reviewed and, with one minor amendment, approved the report.
- b. The Domestic Bursar reported that the next report was required by December 2017.

7 Any Other Business

- a. No member raised any other matters for discussion.

8 Date of Next Meeting

- a. To be confirmed via Doodle Poll.
- b. The Domestic Bursar reported that he would ask for future PREVENT Committee meetings for the 2017 – 2018 Academic Year to be added to the College Calendar once a term at 6pm.

Signed:

Dated: